 **Student Bi-weekly Time Record**

|  |  |
| --- | --- |
| **Employee Name (Last, First, M.I.)** | **Student ID Number (790#)** |
| **Pay Type:** R = Regular Hrs. O = Overtime Hrs.  D = Differential Hour | **Award Type:** N = Non-Work Study  W = Work Study |
| **Department/Agency** |  |

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| **Index Number** | **ACTV** | **Total Hrs.** | **Pay Type** | **Rate** | **Award Type** |
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|  | Sat | Sun | Mon | Tue | Wed | Thu |  Fri | Sat | Sun | Mon | Tue | Wed | Thu |  Fri | Total Hours |
| Dates |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| Hours Worked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

I certify that the hours recorded on this card are the true and accurate record of all time worked during the pay period.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**WARNING! Any Person who knowingly makes a false statement or misrepresentation on this form shall be subject to a fine of not more than $10,000 or imprisonment for not more than 5 years, or both, under provision of the United States Criminal Code.**

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|  | Sat | Sun | Mon | Tue | Wed | Thu |  Fri | Sat | Sun | Mon | Tue | Wed | Thu |  Fri | Total Hours |
| Dates |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

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**Revised 12/05/19**